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NOV 5 1948

Director, Central Intelligence

Chairman, Committee on Awards for Meritorious Suggestions

Suggestion - Distribution and Filing of FBIB Monitored Materials

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1. [redacted] of the Foreign Broadcast Information Branch, OO submitted a suggestion dated 21 July 1948 to the Committee for consideration. A synopsis of the suggestion is as follows:

The Foreign Broadcast Information Branch had three clerks, CAF-3, assigned to duties consisting of distributing monitoring summaries and texts, teletype material, filing of monitoring belts and other minor duties. Before the recent adoption of a new type recording and transcribing machine their duties also included the shafing of dictaphone wax records. With the adoption of the new type recording machine the workload of the three clerks was reduced. Their work shifts were arranged so that one clerk was always on duty from 8:00 a.m. to 12 midnight, daily including Saturday and Sunday.

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[redacted] suggested that two of the three clerks be released from their duties and assigned to some other section of CIA. The one remaining clerk would then work from 8:00 a.m. to 4:00 p.m. Monday through Friday and would maintain files of summaries, recordings, texts and teletype copy as well as stocks of supplies. He would also be responsible for distributing copy while on duty. During the hours that no clerk is on duty monitors would be required to distribute their own copy. [redacted] stated that no undue additional work would result for monitors as has been amply proven on days when clerks were off duty on account of leave.

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2. The above suggestion was adopted by FBIB on 17 September 1948 and monitors on all shifts are distributing their own copy. As a result of the adoption of the suggestion two occupied positions have been eliminated from the table of organization for FBIB resulting in an estimated savings of \$4,086.00.

3. The Committee on Awards for Meritorious Suggestions at its meeting on 26 October 1948 approved, [redacted] suggestion. The Committee recommends that the Director sign the attached

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EXEMPT

AGENT

REVIEWER

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Certificate of Award authorizing payment in the amount of \$125.00  
to [redacted] for his suggestion.

[redacted] 25X1

Chairman, USN

Attachment (1)  
Certificate of Award

Orig. Budget and Finance Branch, AIA  
cc:

Chairman's File  
Director's Copy  
Mgmt. File

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**CERTIFICATE OF AWARD**

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As a result of the adoption of a suggestion regarding the distribution and filing of FBIB monitored materials dated 21 July 1948 submitted by [redacted] and the recommendation of the CIA Committee on Awards for Meritorious Suggestions, a cash award in the amount of \$125.00 is authorized to be made to [redacted]

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Funds for the payment of this award under the authority of Executive Order 9817 are available in the CIA Working Fund

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[redacted] signed

**R. H. MILLENKOTTER**  
Rear Admiral, USN  
Director of Central Intelligence

**Date: 9 NOV 1948**

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